 <b>Independent Verification &amp; Validation Facility</b>	<b>Work Instruction for Supply, Support and Material Management</b>	<b>IVV 02-1 Revision: A Effective Date: February 14, 2006</b>
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	IMS Representative	02/13/2006

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Natalie Alvaro	04/20/2005
A	Annual Review	Natalie Alvaro	02/14/2006

REFERENCE DOCUMENTS	
Document Number	Document Title
IVV QM	IV&V Quality Manual
IVV 16	Control of Quality Records
NPD 4100.1	Supply Support and Material Management Policy (Revalidated 10/29/03)
NPR 1441.1	NASA Record Retention Requirements

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## 1.0 Purpose

The purpose of this work instruction (WI) is to establish a consistent and documented method for the requisition and management of supplies for NASA civil service employees at the NASA IV&V Facility.

## 2.0 Scope

This WI applies to administrative requests for supplies and materials at the NASA IV&V Facility from NASA civil service employees.

## 3.0 Definitions and Acronyms

Official NASA IV&V Facility roles and terms are defined in the [Quality Manual](#). Specialized definitions identified in this WI are defined below.

### 3.1 Standardized Index Supplies


The Standardized Index Supplies are those supply items included on the NASA IV&V Standardized Index, and constitute supply items that are deemed necessary for the performance of administrative duties at the NASA IV&V Facility.

### 3.2 Non-Standard Supplies

Non-Standard supplies are those supply items that are not listed on the NASA IV&V Standardized Index, and currently not deemed necessary for performance by the NASA IV&V Facility Operations and Maintenance (O&M) Manager.

### 3.3 Acronyms

IMS	NASA IV&V Facility Management System
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
O&M	Operations and Maintenance
QM	Quality Manual
WI	Work Instruction

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#### **4.0 Flow Chart**

A flow chart is not applicable to this WI.

#### **5.0 Responsibilities**

##### **5.1 Administrative Office**

The Administrative Office shall:

- Maintain standardized index of supply items
- Process Supply Request Form for non-standard supplies to the O&M Manager

##### **5.2 Requester**

The Requester shall:

- Update supply sheet in front office supply cabinet when standards supply items are low or out of stock
- Submit requests for non-standard supply items to the Administrative Office


##### **5.3 O&M Manager**

The O&M Manager shall:

- Determine approval of non-standard supply requests

#### **6.0 Procedure**

The NASA IV&V Facility supply, support, and material management guidelines are structured in accordance with NASA Policy Directive (NPD) 4100.1A, *Supply Support and Material Management Policy*, to be responsive to customer requirements at minimum cost and demand on the NASA logistics infrastructure. Only materials necessary for the performance of NASA mission requirements or institutional operations shall be acquired.


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## 6.1 Standardized Index Supplies

The NASA IV&V Facility Administrative Office shall maintain an approved, standardized index of supply items located at S:\NASA Shared\NASA Admin - Simmons\Standard Index of Supplies. The standardized list will be comprised of specific, cost-effective, “necessary for performance” stock items with respective descriptions, stock numbers, and associated cost. These items shall be stored in the front office supply cabinet for use by NASA IV&V Facility civil service employees.

If a particular item is not in stock, or low, staff are to identify which item needs to be replenished on the supply sheet that is posted inside the cabinet. The following constitutes a generalized list of “necessary for performance” items:

- Batteries
- Binders
- Binder Clips/Paper Clips
- Binding Combs/Covers/Supplies
- Business Cards –Laser/Inkjet
- Calendars/Day Planners
- Correction Pens/fluid
- Dividers
- Envelopes
- File Jacket/Pocket/Folders
- Glue Stick
- Highlighters
- Labels
- Letter Opener
- Notebooks/Writing tablets/memo books
- Pen/Pen Refill
- Pencil – standard/mechanical-(refill/erasers)
- Post-It/post-it flags
- Pushpins
- Scissors
- Sheet Protectors
- Stapler - Full-Strip/Staple Extractor
- Staples

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- Tape Dispenser/Tape/
- Wall Clips
- Whiteboard Markers/Eraser Kit

## 6.2 Non-Standard Supplies

NASA IV&V Facility civil service employees may request the acquisition of items not on the approved standardized list using Form 1002, *Supply Request Form*. However, appropriate justification must be provided. The requester shall submit the completed form via electronic mail to the Administrative Office. Requests to add items to the standardized list may also be submitted via Form 1002 to the Administrative Office. The Administrative Office shall obtain a determination of the request from the O&M Manager and will notify the requester of that determination. Upon approval of the request, the request will be processed for acquisition by the Administrative Office.

## 7.0 Metrics

Any metrics associated with this WI are established and tracked within the NASA IV&V Facility Metrics Program.

## 8.0 Records

The following records will be generated and filed in accordance with this WI and IVV 16, *Control of Quality Records*, and in reference to NASA Procedural Requirements (NPR) 1441.1, *NASA Records Retention Schedules*.

Record Name	Original	Vital	Responsible Person	Retention Requirement	Location
Form 1002	Y	N	Administrative Office	Destroy when 2 yrs old (1/781)	Shared Network Drive